

Preparatory Phase Checklist

Contract No _____

Date: _____

Definable Feature _____

Spec Section: _____

Government Rep Notified _____ Hours in Advance: Yes _____ No _____

Index #: _____

Schedule Activity Number _____

I. Personnel Present:

	<u>Name</u>	<u>Position</u>	<u>Company/Government</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

II. Submittals

1. Review submittals and/or Submittal Register. Have all submittals been approved?

Yes _____ No _____

If no, what items have not been submitted?

a. _____
b. _____
c. _____

2. Are all materials on hand? Yes _____ No _____

If no, what items are missing?

a. _____
b. _____
c. _____

3. Check approved submittals against delivered material. (This should be done as material arrives.)

Comments _____

III. Material storage

Are materials stored properly?

Yes _____ No _____

If no, what action is taken? _____

IV. Specifications

1. Review each paragraph of specifications.

2. Discuss procedure for accomplishing the work.

3. Clarify any differences.

V. Preliminary Work and Permits

Ensure preliminary work is correct and permits are on file.

If not, what action is taken? _____

VI. Testing

1. Identify test to be performed, frequency, and by whom.

2. When required? _____

3. Where required? _____

4. Review Testing Plan. _____

5. Has test facilities been approved? _____

VII. Safety

1. Identify test to be performed, frequency, and by whom. _____

2. Activity Hazard Analysis approved? Yes _____ No _____

VIII. NAVY / ROICC comments during meeting.

IX. Other Items or Remarks: _____

QC Manager Date